



# Meole Brace School

Learning    Respect    Success

## Applicant Information

**Casual Exam Invigilator during Examination periods, term time only**

Start Date: As soon as possible





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**Learning    Respect    Success**

March 2025

Dear Colleague

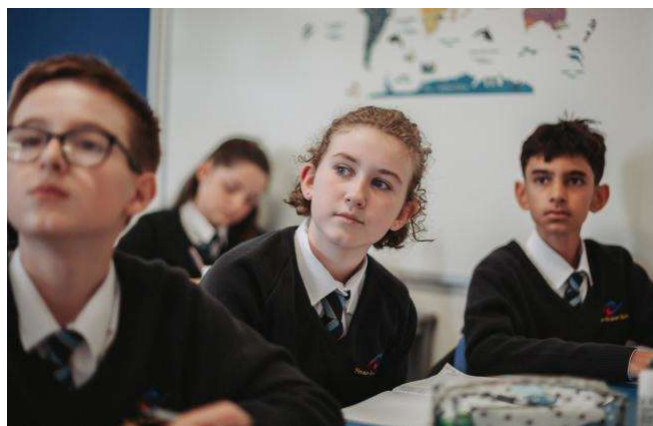
Thank you for taking the time to consider applying for the post of Exam Invigilator. We are looking to appoint an energetic, enthusiastic and experienced individual to join our Exam Invigilator Team at Meole Brace School.

The ethos of our school is based on our core values of Learning, Respect, Success – our aim for our students is that they are happy and successful. This can sound simplistic, but our view is that students' progress and fundamental enjoyment of learning hinges on their well being.

If you are interested in applying for the post and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

Yours sincerely,

Miss Seema Purewal  
Headteacher



**Headteacher  
Seema Purewal  
Meole Brace School  
Longden  
Road Shrewsbury  
SY3 9DW**

**01743 235961  
admin@meole.co.uk  
[www.meolebrace.com](http://www.meolebrace.com)**





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## **About Meole Brace School**

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

### Recent parent views

*"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"*

*"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."*

*"I have two children who have been at Meole and cannot speak highly enough about the school."*

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.





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## Advertisement—Exam Invigilator

**Job Title: Exam Invigilator**

**Hours per week - Casual - during Examination periods, term time only**

**Contract Type: Casual**

**£12.26 hourly rate + holiday pay in accordance with the Trust policy**

We are looking for confident and organised individuals to join our Exam Invigilation Team at Meole Brace School.

We are looking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions. The successful candidate will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners. In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

Hours will be variable between 8.00am and 4.30pm with morning and afternoon sessions available. The main external exam period is from the **middle of May to the end of June** and will need to be available **from the 8<sup>th</sup> of May to the 18<sup>th</sup> of June**. Candidates must be available for mandatory Training to be arranged at a later date.

Further information about the school and an application pack visit our website: [www.meolebrace.com](http://www.meolebrace.com).

Completed application forms should be emailed to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

Closing date: No closing date

Interview date: To be confirmed on receipt of Application Form

*Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.*

*An online search will be undertaken as part of due diligence checks during the shortlisting process.*

*We are an equal opportunities employer, and we are committed to diversity and gender equality in our hiring practices.*

**Headteacher Seema Purewal**

**Meole Brace School            01743 235961**

**Longden Road                admin@meole.co.uk**

**Shrewsbury SY3 9DW        www.meolebrace.com**





Meole Brace School

## Job Description—Exam Invigilator

### Details of Post

Exam Invigilator

Reporting to: Examinations

Officer Casual

£12.26 hourly rate

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All posts are subject to the Asylum and Immigration requirements.*

*We are an equal opportunities employer, and we are committed to diversity and gender equality in our hiring practices.*

### Purpose of Post

In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of **the Examination Officer**.

### Principal Duties and Responsibilities

#### Main Responsibilities

The maintenance of the appropriate regulations as prescribed by the examination board

The Supervision of the orderly entry of candidates to the examination room

The distribution of relevant materials

The supervision of the candidates under examination conditions during the examination

The collection of scripts and other materials at the end of the examination

The supervision of the orderly dismissal of the candidates from the examination room

The collection and return of scripts to the examination office as appropriate



## Job Description – Exam Invigilator

### Other Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Demonstrate day to day commitment to the Trust's core values and mission statement.

Contribute to the overall ethos/work/aims of the school.

Appreciate and support the role of other professionals.

Participate in training and other learning activities and performance development as required

Promote, act as a role model and implement the Trust's policies, practices and procedures including those relating to equality and diversity

Take responsible care of the health and safety of self, other persons, and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act

Carry out such reasonable additional duties as may from time to time determined by or on behalf of the Trust

### 3. Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### 4. Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### 5. Other Duties

Any other duties that the Trust Executive Team and Trustees feel in commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified. The job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other tasks, as appropriate, that the Examination Officer requires. This post is a dynamic one and, as such, will require the person appointed to have a flexible and innovative approach to the tasks.



## Person Specification—Exam Invigilator

	Essential	Desirable
<b>Qualifications</b>	Good Literacy / numeracy skills Good general level of education	
<b>Work or relevant experience</b>		Experience of working in an educational setting or other relevant environment Experience of working with young children
<b>Knowledge and understanding</b>		Understanding of the JCQ instructions for conducting examinations
<b>Skills and Abilities (relevant to post)</b>	Articulate, with good comprehension skills Ability to work as part of a team Ability to relate well to children and adults Good organisational skills	
<b>Personal Qualities</b>	Good communication skills Flexibility and reliability Ability to maintain confidentiality Calm and professional Confident and authoritative	

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in March 2025, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the Department/School Improvement Plan.

